BEFORE YOU LEAVE FOR BREAK....

- **Shut off** all power strips
- **Turn off lights** in your room and in all common areas
- **Shut the curtains** and/or **close your blinds** for extra insulation
- **Winter**: If you have control of the thermostat, **turn it down** to 60 degrees
- **Summer**: If you have control of the thermostat, **turn it up** to 80 degrees
- **Unplug appliances** (*i.e.* microwaves, coffeepots, printers, copiers, chargers, etc.)
- Tightly **turn off faucets**, and **report any leaks**
- **Have a safe and happy** break!

Copy the following text to use in an email to others before breaks. Add or subtract items as necessary.